



# Extended Studies

2013-2014 | Career Development Course Guide

**A better career  
starts here...**



**...with more than  
100 classes to  
choose from!**

*Plan your year (and your career) today*

# You can quote us: Extended Studies helps your business and your career!

Is there a new career in your future? Are you changing jobs? Or do you want to strengthen the skills you have? Whether you need new tools for the job you have today or marketable skills for a new career tomorrow, Extended Studies can help, with dozens of University-quality short courses and certificates taught by expert faculty. Register today and develop your skills in a wide range of topics for immediate, real-world application — to power your business, your career and your life.

## How much time can you spend this year?

Earn university credentials to enhance your professional qualifications, strengthen your current position, move up the corporate ladder, open your options or guide you on a new career path. We'll help you do it on your terms:

### One-Two days

Earn PHR/SPHR recertification credits in a number of courses, or hone management strategies and strengthen your résumé in such courses as **Applying Emotional Intelligence in the Workplace**, **Business Writing for Results**, **Working with the Problem Employee**, **Delegating Effectively**, **Coaching Skills for Managers** and more.

### Weekends

Gain marketable skills to expand your current position or prepare for another in the **Graphics Professional Series** or earn an educational credential to help you advance in a variety of careers with the **Paralegal Studies Certificate Program**.

### Evenings

Learn about the latest green technologies in the **Energy Management Certificate**, revolutionize your marketing plan with the **Social Media Marketing Certificate**, gain skills to lead and manage any type of project in **Project Management Essentials Certificate** courses, prepare for national certification in the **PHR/SPHR Study Program**, or discover resources for professional and family caregivers in the **Caregiving Essentials Certificate**.

### Weekdays

Experience an unparalleled educational opportunity in the **Excellence in Nonprofit Management Institute**, develop advanced HR strategies with industry experts in **Senior Manager in HR Professional Certificate** courses, or develop hands-on skills with **Business Computer Skills Series** courses.

### Anytime, Anywhere

Develop strategies to accelerate sales results in the 16-week **Online Professional Sales Certificate**, gain hands-on skills in the latest graphics software in new **Graphics Professional Series** courses online, delve into fundamental accounting principles related to computerized financial systems in **QuickBooks® for New Users Online**, advance your gaming management career with two new **Gaming Management** courses offered online, or earn a certificate online in as few as three months in our fast-track format in the online **LearnLaw Certificate**, **Project Management Certificate**, **Purchasing Management Certificate**, or **Six Sigma Green Belt** or **Black Belt Certificate**.

## Class locations

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit our website.

## Added value — lunch and parking

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for our courses held on the main University campus include permit parking; parking is free at Redfield Campus without a permit. Additional information about parking will be included in confirmation letters sent prior to class.

## \$SAVE! Early-bird and other discounts available for many courses!

See our course catalog or call Extended Studies for information about discounts available for multiple registrations from the same organization, and for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Human Resources Management or Supervisory Management. See course descriptions online or look inside for early-bird registration deadlines.

For more information, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4046 or 1-800-233-8928.

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action, ADA institution. A portion of program fees may be used to pay hosting expenses. Produced by Extended Studies Marketing, 8/13.

## The word's out! Here's what our students are saying:

**"...skills and knowledge in the latest trends. Don't be left behind!"**

— Brooke Noel, Reno Events Center

**"Extremely interesting... real-life case examples, great participation from class — I walked away with a vast amount of new knowledge."**

— Amy Phillips, Apex Performance Solutions

**"An informative, interactive learning opportunity."**

— Cindy Fox Smith, Saint Mary's Center for Health & Fitness

## The online Executive MBA from the College of Business, University of Nevada, Reno.

Your education. Upgraded.



Competitively priced. Expert faculty. Leading-edge education. All from a college that offers one of the leading part-time MBAs in the country.

Visit [www.emba.unr.edu](http://www.emba.unr.edu) today!

## Your #1 gaming industry resource.

Extended Studies is the world's premier provider of gaming management education, offering industry-specific training, general short courses, weeklong seminars and an annual international Executive Development Program. We can also bring our programs to your site. Email [gaming@unr.edu](mailto:gaming@unr.edu).

[www.gaming.unr.edu](http://www.gaming.unr.edu)

Watch our website for more Spring/Summer 2014 classes coming soon!  
[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)





Listed alphabetically under each heading, Extended Studies professional development courses may be taken independently and require no formal admission to the University.

Take courses individually, or build your own Management Certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn the 10-course Custom certificate.
- Four **Project Management Essentials** courses to earn the 54-hour PME certificate.
- Four **Social Media Marketing** courses to earn the 33-hour SMM certificate.
- 10 courses to earn the **Senior Manager in HR Professional Certificate** as an advanced option for HR professionals.
- 90 hours of coursework to earn the **Gaming Management Certificate**.
- Or complete a full certificate in one of our multiple-session **Certificate Programs in Nonprofit or Energy Management, Caregiving, Paralegal Studies**, or the new **Online Professional Sales Certificate Program**.

## HUMAN RESOURCES MANAGEMENT

### Compensation and Benefits\*

Dec. 13, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CHR104 / \$195 / Instr.: Wheeler  
May 2, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CHR104 / \$195 / Instr.: Wheeler

### Employee Relations\*

Sept. 19, 2013; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2138CHR102 / \$195 / Instr.: McNamara  
Jan. 29, 2014; Wed., 9 a.m.-4 p.m.  
Sched. #: 2142CHR102 / \$195 / Instr.: McNamara

### Employment, Placement and Practices\*

Oct. 29, 2013; Tues., 9 a.m.-4 p.m.  
Sched. #: 2138CHR101 / \$195 / Instr.: Jensen  
March 27, 2014; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2142CHR101 / \$195 / Instr.: Jensen

### Human Resources Training and Development\*

Oct. 9, 2013; Wed., 9 a.m.-4 p.m.  
Sched. #: 2138CHR103 / \$215 / Instr.: McNamara  
Feb. 26, 2014; Wed., 9 a.m.-4 p.m.  
Sched. #: 2142CHR103 / \$215 / Instr.: McNamara

### Legal Aspects and Liability Issues for Employers\*

Nov. 12-13, 2013; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #: 2138CSM102 / \$325 / Instr.: Hall  
March 13-14, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM102 / \$325 / Instr.: Hall

## SUPERVISORY MANAGEMENT

### Effective Communication Skills in the Workplace\*

Oct. 17-18, 2013; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CSM101 / \$325 / Instr.: Zimmerman  
Feb. 13-14, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM101 / \$325 / Instr.: Harmon

### Legal Aspects and Liability Issues for Employers\*

Nov. 12-13, 2013; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #: 2138CSM102 / \$325 / Instr.: Hall  
March 13-14, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM102 / \$325 / Instr.: Hall

### Managing and Supervising People\*

Jan. 23-24, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM103 / \$325 / Instr.: Hernandez  
June 12-13, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2145CSM103 / \$325 / Instr.: Hernandez

### Performance Management\*

Sept. 26-27, 2013; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CSM104 / \$325 / Instr.: Sanders  
April 24-25, 2014; Thurs.-Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM104 / \$325 / Instr.: Sanders

### Strategies for Understanding Financial Statements\*

Dec. 6, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CSM105 / \$195 / Instr.: Kalt  
May 9, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CSM105 / \$195 / Instr.: Kalt

## CUSTOM CERTIFICATE ELECTIVES

### Applying Emotional Intelligence in the Workplace

Oct. 15 and 22, 2013; Tues., 9 a.m.-noon  
Sched. #: 2138CX146 / \$195 / Instr.: Prendergast

### Business Writing for Results

Oct. 10-11, 2013; Thurs.-Fri., 9 a.m.-noon  
Sched. #: 2138CX132 / \$195 / Instr.: Brown  
April 10-11, 2014; Thurs.-Fri., 9 a.m.-noon  
Sched. #: 2142CX132 / \$195 / Instr.: Brown

### Coaching Skills for Managers\*

March 7 and 21, 2014; Fri., 9 a.m.-noon  
Sched. #: 2142CX237 / \$195 / Instr.: Prendergast

### Conducting Successful Interviews\*

Nov. 21, 2013; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2138CX106 / \$195 / Instr.: Jensen  
May 20, 2014; Tues., 9 a.m.-4 p.m.  
Sched. #: 2142CX106 / \$195 / Instr.: Jensen

### Critical Skills for Supervisors: Managing Today's Workforce\*

April 4, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CX222 / \$195 / Instr.: Hernandez

### De Bono's Six Thinking Hats\*

March 11, 2014; Tues., 9 a.m.-4 p.m.  
Sched. #: 2142CX172 / *Reduced fee!* \$250 / Instr.: Schultz

### Delegating Efficiently and Effectively\*

Nov. 8, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CX225 / \$195 / Instr.: Frenkel

### Effective Discipline and Documentation\*

Jan. 16, 2014; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2142CX111 / \$195 / Instr.: Jensen  
June 3, 2014; Tues., 9 a.m.-4 p.m.  
Sched. #: 2145CX111 / \$195 / Instr.: Jensen

### Employee Orientations: From Design to Implementation\*

April 22, 2014; Tues., 9 a.m.-4 p.m.  
Sched. #: 2142CX108 / \$195 / Instr.: Jensen

### Employee Retention Tactics that Work\*

March 19, 2014; Wed., 9 a.m.-4 p.m.  
Sched. #: 2142CX204 / \$195 / Instr.: McNamara

### The Grantwriting Game

Nov. 22, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CX126 / \$195 / Instr.: French

### Planning and Implementing Employee Events and Recognition Programs\*

April 16, 2014; Wed., 9 a.m.-4 p.m.  
Sched. #: 2142CX212 / \$195 / Instr.: McNamara

### Spanish in the Workplace\*

Sept. 25-Nov. 20, 2013; select Wed., 5:30-7 p.m.  
(8 sessions) / Sched. #: 2138CX238 / \$325 / Instr.: Schaeerer

### Talking till You're Blue? How to Handle Difficult Conversations\*

Dec. 5, 2013; Thurs., 9 a.m.-4 p.m.  
Sched. #: 2138CX228 / \$225 / Instr.: Harmon  
May 16, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CX228 / \$225 / Instr.: Harmon

### NEW! Understanding the Collective Bargaining Process

Oct. 4, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CX240 / \$195 / Instr.: Cottino

### Working with the Problem Employee\*

Nov. 1, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #: 2138CX128 / \$210 / Instr.: McNamara  
May 7, 2014; Wed., 9 a.m.-4 p.m.  
Sched. #: 2142CX128 / \$210 / Instr.: McNamara

### Workplace Violence: Don't Be Blindsided\*

*(Formerly Strategies for Handling Workplace Violence)*  
Feb. 7, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #: 2142CX129 / \$195 / Instr.: Frenkel

*(Project Management Essentials courses, right, also may be applied as HR or Supervisory Management Certificate electives if not applied to the Project Management Essential Certificate.)*

**"Taught by true professionals with outstanding credentials and experience."**

—Ken Hewson, Cashman Equipment Company

**The Human Factor of Project Management\***

Sept. 10-12, 2013; Tues.-Thurs., 5:30-8:30 p.m.  
Sched. #2138CPML208 / \$250 by Aug. 27; \$325 after Aug. 27  
Instr.: Ciccotti

Feb. 4-6, 2014; Tues.-Thurs., 5:30-8:30 p.m.  
Sched. #2142CPML208 / \$250 by Jan. 10; \$325 after Jan. 10  
Instr.: Ciccotti

**Managing with MS Project®**

Nov. 5-7, 2013; Tues.-Thurs., 5:30-8:30 p.m.  
Sched. #2138CPML202 / \$250 by Oct. 22; \$325 after Oct. 22  
Instr.: Baryl

April 8-10, 2014; Tues.-Thurs., 5:30-8:30 p.m.  
Sched. #2142CPML202 / \$250 by March 14; \$325 after March 14  
Instr.: Baryl

**Project Management: Beyond the Basics**

Dec. 10-19, 2013; Tues.-Thurs., 5:30-8:30 p.m. (6 sessions)  
Sched. #2138CPML107 / \$585 by Nov. 19; \$695 after Nov. 19  
Instr.: Ball and Grundy

April 29-May 8, 2014; Tues.-Thurs., 5:30-8:30 p.m.  
(6 sessions) / Sched. #2142CPML107  
\$585 by April 15; \$695 after April 15 / Instr.: Ball and Grundy

**Project Management Essentials\***

Oct. 8-17, 2013; Tues.-Thurs., 5:30-8:30 p.m. (6 sessions)  
Sched. #2138CPML101 / \$585 by Sept. 24; \$695 after Sept. 24  
Instr.: Ball

March 4-13, 2014; Tues.-Thurs., 5:30-8:30 p.m.  
(6 sessions) / Sched. #2142CPML101  
\$585 by Feb. 7; \$695 after Feb. 7 / Instr.: Ball

**Casino Marketing Strategies**

Oct. 14-17, 2013; daily times vary  
Sched. #2138GM402 / \$2,600

**Executive Development Program**

Nov. 14-23, 2013; daily times vary  
Sched. #2138GM901 / \$5,800 by Oct. 11

**Financial Accounting and Analysis**

Sept. 9-12, 2013; daily times vary  
Sched. #2138GM502 / \$2,600

**NEW! ONLINE! Gaming Operations Executive Overview Online**

Oct. 14-Nov. 8, 2013; online schedule TBA  
Sched. #2138GM751 / \$795

**NEW! ONLINE! Gaming Revenue Management Online**

Nov. 18-Dec. 13, 2013; online schedule TBA  
Sched. #2138GM752 / \$795

**Management of Table Games Operations**

Nov. 4-7, 2013; daily times vary  
Sched. #2138GM201 / \$2,600

Watch our website for more Spring/  
Summer 2014 classes coming soon!  
[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)

*(Prerequisites are required for each Senior Manager in HR Professional Certificate course. Please visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) for details.)*

**Conducting an Effective Workplace Investigation\***

March 25-26, 2014; Tues.-Wed., 9 a.m.-4 p.m.  
Sched. #2142AHR101 / \$500 / Instr.: Rezac

**Developing a Total Rewards Package: Compensation and Benefits\***

*(Formerly Principles of Total Rewards)*  
May 1, 2014; Thurs., 9 a.m.-4 p.m.  
Sched. #2142AHR105 / \$250 / Instr.: Wheeler

**How to Work with Legal Counsel\***

May 21-22, 2014; Wed.-Thurs., 4:30-7:30 p.m.  
Sched. #2142AHR109 / \$250 / Instr.: Rezac

**HR Leadership: Becoming a Business Partner\***

Sept. 24-26, 2013; Tues.-Thurs., 4-7 p.m.  
Sched. #2138AHR107 / \$450 / Instr.: Downs

**Protecting Your Company's Future Through Succession Planning\***

Feb. 28, 2014; Fri., 9 a.m.-4 p.m.  
Sched. #2142AHR111 / \$250 / Instr.: Martyka

**Remaining Sane While Leading Change\***

Jan. 30, 2014; Thurs., 9 a.m.-4 p.m.  
Sched. #2142AHR108 / \$250 / Instr.: Schultz

**The Rules Have Changed: Is Your HR Department in Compliance?\***

Nov. 1, 2013; Fri., 9 a.m.-4 p.m.  
Sched. #2138AHR103 / \$250 / Instr.: Hall

**Safety Issues for Human Resources: Recording and Reporting\***

April 16-17, 2014; Wed.-Thurs., 4-7 p.m.  
Sched. #2142AHR104 / \$250 / Instr.: Graham

**NEW! Social Media and HR: Developing an Action Plan to Minimize Risk\***

Nov. 20, 2013; Wed., 9 a.m.-4 p.m.  
Sched. #2138AHR112 / \$250 / Instr.: Bruch and Felts

**"Great opportunity to learn from people working in the industry."**

—Michael Dalton, TMCC

\* Courses marked with asterisks have been approved or submitted for approval for general or strategic credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit [www.hrci.org](http://www.hrci.org).



**"This program is top-notch! I would recommend it to anyone committed to a higher standard!"**

—Anthony Williams, PHR

*(Courses are scheduled in a suggested sequence each semester for those pursuing a full Social Media Marketing Certificate. Please visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) for details.)*

**NEW! Advanced Topics: Growing Your Brand Through Social Media**

Oct. 1-3, 2013; Tues.-Thurs., 6-9 p.m.  
Sched. #2138LEAD135 / \$299 by Sept. 17;  
\$399 after Sept. 17 / Instr.: Hallert and Vancour

May 13-15, 2014; Tues.-Thurs., 6-9 p.m.  
Sched. #2142LEAD135 / \$299 by April 29;  
\$399 after April 29 / Instr.: Hallert and Vancour

**Creating WordPress Blogs**

Oct. 15-17, 2013; Tues.-Thurs., 6-9 p.m.  
Sched. #2138LEAD119 / \$299 by Oct. 1;  
\$399 after Oct. 1 / Instr.: Crabtree

Feb. 25-27, 2014; Tues.-Thurs., 6-9 p.m.  
Sched. #2142LEAD119 / \$299 by Feb. 11;  
\$399 after Feb. 11 / Instr.: Crabtree

**NEW! Developing and Implementing an Email Marketing Strategy**

March 25-26, 2014; Tues.-Wed., 6-9 p.m.  
Sched. #2142LEAD133 / \$199 by March 11;  
\$249 after March 11 / Instr.: Ross

**Inbound Marketing Analytics and Metrics**

Dec. 3-5, 2013; Tues.-Thurs., 6-9 p.m.  
Sched. #2138LEAD116 / \$299 by Nov. 19;  
\$399 after Nov. 19 / Instr.: McDowell

May 6-8, 2014; Tues.-Thurs., 6-9 p.m.  
Sched. #2142LEAD116 / \$299 by April 22;  
\$399 after April 22 / Instr.: McDowell

**Inbound Marketing Principles and Practices**

Oct. 29-Nov. 12, 2013; Tues., 6-9 p.m. (3 sessions)  
Sched. #2138LEAD203 / \$299 by Oct. 15;  
\$399 after Oct. 15 / Instr.: McDowell

April 8-22, 2014; Tues., 6-9 p.m. (3 sessions)  
Sched. #2142LEAD203 / \$299 by March 25;  
\$399 after March 25 / Instr.: McDowell

**New and Social Media Marketing for Busy People**

Sept 11-25, 2013; Wed., 6-9 p.m. (3 sessions)  
Sched. #2138LEAD103 / \$299 by Aug. 28;  
\$399 after Aug. 28 / Instr.: Felts

Feb. 5-19, 2014; Wed., 6-9 p.m. (3 sessions)  
Sched. #2142LEAD103 / \$299 by Jan. 22;  
\$399 after Jan. 22 / Instr.: Felts

**NEW! Public Relations Strategies for Business in a Technological World**

Nov. 13-14, 2013; Wed.-Thurs., 6-9 p.m.  
Sched. #2138LEAD132 / \$199 by Oct. 30;  
\$249 after Oct. 30 / Instr.: Gaudlen

### Video for Social Media

Oct. 22-23, 2013; Tues.-Wed., 6-9 p.m.

Sched. #: 2138LEAD123 / \$199 by Oct. 8;

\$249 after Oct. 8 / Instr.: Welch

### NEW! Writing a Winning Blog and Social Media Marketing Strategy

Nov. 19-21, 2013; Tues.-Thurs., 6-9 p.m.

Sched. #: 2138LEAD134 / \$299 by Nov. 5;

\$399 after Nov. 5 / Instrs.: Whitmarsh and Reeder

### NEW! Writing Effective Email Campaigns

(Expanded; formerly Introduction to Writing for Social Media)

March 4-5, 2014; Tues.-Wed., 6-9 p.m.

Sched. #: 2142LEAD125 / \$199 by Feb. 18;

\$249 after Feb. 18 / Instr.: Do

### Caregiving Essentials Certificate

Sept. 18-Dec. 11, 2013; Wed., 3:30-6:30 p.m. (12 sessions)

Sched. #: 2138CEC101 / \$1,295 / Instrs.: Harris and Haslem

### Energy Management Certificate

Sept. 10-Nov. 12, 2013; Tues., 6-9 p.m. (10 sessions)

Sched. #: 2138CEM101 / \$1,050 / Instr.: Terrell

### Excellence in Nonprofit Management Institute

March 24-28, 2014; Mon.-Thurs., 8 a.m.-5 p.m.;

Fri., 8 a.m.-3 p.m. / Sched. #: 2142CNP109 / \$900 by Feb. 28;

\$1,100 after Feb. 28 / Instrs.: Nonprofit professionals

### Paralegal Studies Certificate Program

Sept. 7-Nov. 17, 2013; select Sat. and Sun., 9 a.m.-5 p.m.

(16 sessions) / Sched. #: 2138PARA101 / \$1,995 by Aug. 31;

\$2,195 after Aug. 31 / Instrs.: Bowman and Spoo

Feb. 1-April 13, 2014; select Sat. and Sun., 9 a.m.-5 p.m.

(16 sessions) / Sched. #: 2142PARA101 / \$1,995 by Jan. 24;

\$2,195 after Jan. 24 / Instrs.: Bowman and Spoo

### Professional in Human Resources (PHR/SPHR) Study Program

Sept. 16-Dec. 2, 2013; select Mon., 4-7:30 p.m.

(11 sessions) (3:30-7:30 p.m., Sept. 16 and Dec. 2)

Sched. #: 2138PHR101 / \$1,425 / Instrs.: HR professionals

### NEW! ONLINE! Professional Sales Certificate

Sept. 8-Dec. 29, 2013; four online modules

(16 weekly sessions)

Sched. #: 2138SALE101 / \$395 by Aug. 30; \$495 after Aug. 30

Instr.: Christoffersen

April 6-July 27, 2014; four online modules

(16 weekly sessions)

Sched. #: 2145SALE101 / \$395 by March 14; \$495 after March 14

Instr.: Christoffersen

### NEW! ONLINE! QuickBooks® for New Users

Sept. 10-Dec. 17, 2013 (14 weekly sessions)

Sched. #: 2138TECH701 / \$847 by Aug. 30; \$997 after Aug. 30

Instr.: Gibson

Feb. 4-May 13, 2014 (14 weekly sessions)

Sched. #: 2142TECH701 / \$847 by Jan. 15; \$997 after Jan. 15

Instr.: Gibson

### NEW! Advanced Quickbooks® for Small Business

March 20, 2014; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2142TECH802 / \$197 / Instr.: Gibson

### Microsoft Access® Basics

Oct. 1 and 3, 2013; Tues. and Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH310 / \$200 / Instr.: Gage

Nov. 19 and 21, 2013; Tues. and Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3102 / \$200 / Instr.: Gage

### Microsoft Access® Intermediate

Dec. 10 and 12, 2013; Tues. and Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH311 / \$200 / Instr.: Gage

### Microsoft Excel® Advanced

Nov. 7, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH303 / \$100 / Instr.: Gage

Dec. 17, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3032 / \$100 / Instr.: Gage

### Microsoft Excel® Basics

Sept. 24, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH301 / \$100 / Instr.: Gage

Oct. 17, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3012 / \$100 / Instr.: Gage

Oct. 29, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3013 / \$100 / Instr.: Gage

Nov. 26, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3014 / \$100 / Instr.: Gage

### Microsoft Excel® Intermediate

Oct. 24, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH302 / \$100 / Instr.: Gage

Nov. 12, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3022 / \$100 / Instr.: Gage

Dec. 3, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3023 / \$100 / Instr.: Gage

### Microsoft Outlook® Basics

Nov. 5, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH307 / \$100 / Instr.: Gage

### Microsoft PowerPoint® Basics

Oct. 8, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH308 / \$100 / Instr.: Gage

### Microsoft Word® Advanced

Dec. 5, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH306 / \$100 / Instr.: Gage

### Microsoft Word® Basics

Sept. 26, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH304 / \$100 / Instr.: Gage

Oct. 22, 2013; Tues., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH3042 / \$100 / Instr.: Gage

### Microsoft Word® Intermediate

Nov. 14, 2013; Thurs., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH305 / \$100 / Instr.: Gage

### NEW! Quickbooks® for Small Business

Sept. 19-20, 2013; Thurs.-Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2138TECH801 / \$325 / Instr.: Gibson

March 13-14, 2014; Thurs.-Fri., 8:30 a.m.-3:30 p.m.

Sched. #: 2142TECH801 / \$325 / Instr.: Gibson

## Register today! Extended Studies at the University of Nevada, Reno.

For details and registration, call (775) 784-4062 or visit our website and search by course number or title:

[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)



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### Advanced Photoshop®

Nov. 12-21, 2013; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2138TECH952 / \$349 / Instr.: Welch

### NEW! ONLINE! Advanced Photoshop® Online

Oct. 27-Nov. 24, 2013 (4 weekly sessions)

Sched. #: 2138TECH993 / \$349 / Instr.: Welch

### Adobe Lightroom®

Oct. 15-17, 2013; Tues.-Thurs., 6-9 p.m.

Sched. #: 2138TECH981 / \$150 / Instr.: Welch

### Beginning Illustrator®

Dec. 3-12, 2013; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2138TECH957 / \$349 / Instr.: Welch

### Beginning InDesign®

Sept. 10-19, 2013; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2138TECH965 / \$349 / Instr.: Welch

### Beginning Photoshop®

Oct. 1-10, 2013; Tues.-Thurs., 6-9 p.m. (6 sessions)

Sched. #: 2138TECH951 / \$349 / Instr.: Welch

### NEW! ONLINE! Beginning Photoshop® Online

Sept. 8-Oct. 6, 2013 (4 weekly sessions)

Sched. #: 2138TECH992 / \$349 / Instr.: Welch

### NEW! ONLINE! Illustrator® Online

Oct. 6-Nov. 3, 2013 (4 weekly sessions)

Sched. #: 2138TECH994 / \$349 / Instr.: Welch

### NEW! ONLINE! InDesign® Online

Nov. 10-Dec. 8, 2013 (4 weekly sessions)

Sched. #: 2138TECH995 / \$349 / Instr.: Welch

### Photoshop® Elements Advanced

Dec. 7 and 14, 2013; Sat., 9 a.m.-1 p.m.

Sched. #: 2138TECH944 / \$99 / Instr.: Welch

### Photoshop® Elements Basics

Oct. 12 and 19, 2013; Sat., 9 a.m.-1 p.m.

Sched. #: 2138TECH943 / \$99 / Instr.: Welch

### Using Your Digital SLR Camera

Sept. 28 and Oct. 5, 2013; Sat., 9 a.m.-1 p.m.

Sched. #: 2138TECH913 / \$99 / Instr.: Welch

### Using Your Digital SLR Camera: Advanced

Nov. 16 and 23, 2013; Sat., 9 a.m.-1 p.m.

Sched. #: 2138TECH914 / \$99 / Instr.: Welch





## Professional Development 2013-2014 | Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) and search by course title, or call (775) 784-4062 or 1-800-233-8928.

### September 2013

- 7 Paralegal Studies Certificate begins (16 sessions)
- 8 Beginning Photoshop Online begins (4 weekly sessions)
- 8 Online Professional Sales Certificate begins (16 sessions)
- 9-12 Financial Accounting and Analysis
- 10 Beginning InDesign begins (6 sessions)
- 10 Energy Management Certificate begins (10 sessions)
- 10-12 The Human Factor of Project Management\*
- 10 QuickBooks for New Users Online begins (14 sessions)
- 11 New and Social Media Marketing begins (3 sessions)
- 16 PHR/SPHR Study Program begins (11 sessions)
- 18 Caregiving Essentials Certificate begins (12 sessions)
- 19 Employee Relations\*
- 19-20 QuickBooks for Small Business
- 24-26 HR Leadership: Becoming a Business Partner\*
- 24 Microsoft Excel Basics
- 25 Spanish in the Workplace\* begins (8 sessions)
- 26 Microsoft Word Basics
- 26-27 Performance Management\*
- 28 Using Your Digital SLR Camera begins (2 sessions)

### October 2013

- 1 Beginning Photoshop begins (6 sessions)
- 1-3 Growing Your Brand Through Social Media
- 1 Microsoft Access Basics begins (2 sessions)
- 4 Understanding the Collective Bargaining Process
- 6 Illustrator Online begins (4 weekly sessions)
- 8 Microsoft PowerPoint Basics
- 8 Project Management Essentials\* begins (6 sessions)
- 9 Human Resources Training and Development\*
- 10-11 Business Writing for Results
- 12 Photoshop Elements Basics begins (2 sessions)
- 14-17 Casino Marketing Strategies
- 14 Gaming Operations Executive Overview Online begins
- 15-17 Adobe Lightroom
- 15-17 Creating WordPress Blogs
- 15 Emotional Intelligence in the Workplace begins (2 sessions)
- 17-18 Effective Communication Skills in the Workplace\*
- 17 Microsoft Excel Basics
- 22 Microsoft Word Basics
- 22-23 Video for Social Media
- 24 Microsoft Excel Intermediate
- 27 Advanced Photoshop Online begins (4 weekly sessions)
- 29 Employment, Placement and Practices\*
- 29 Inbound Marketing Principles/Practices begins (3 sessions)
- 29 Microsoft Excel Basics

### November 2013

- 1 The Rules Have Changed: Is Your HR Department in Compliance?\*
- 1 Working with the Problem Employee\*
- 4-7 Management of Table Games Operations
- 5-7 Managing with MS Project
- 5 Microsoft Outlook Basics
- 7 Microsoft Excel Advanced
- 8 Delegating Efficiently and Effectively\*
- 10 InDesign Online begins (4 weekly sessions)
- 12 Advanced Photoshop begins (6 sessions)
- 12-13 Legal Aspects and Liability Issues for Employers\*
- 12 Microsoft Excel Intermediate
- 13-14 Public Relations Strategies for Business in a Technological World
- 14-23 Executive Development Program
- 14 Microsoft Word Intermediate
- 16 Using Your Digital SLR Camera: Advanced begins (2 sessions)
- 18 Gaming Revenue Management Online begins
- 19 Microsoft Access Basics begins (2 sessions)
- 19-21 Writing a Winning Blog and Social Media Strategy
- 20 Social Media and HR\*
- 21 Conducting Successful Interviews\*
- 22 The Grantwriting Game
- 26 Microsoft Excel Basics

### December 2013

- 3 Beginning Illustrator begins (6 sessions)
- 3 Microsoft Excel Intermediate
- 3-5 Inbound Marketing Analytics and Metrics
- 5 Microsoft Word Advanced
- 5 Talking till You're Blue?\*
- 6 Strategies for Understanding Financial Statements\*
- 7 Photoshop Elements Advanced begins (2 sessions)
- 10 Microsoft Access Intermediate begins (2 sessions)
- 10 Project Management: Beyond the Basics begins (6 sessions)
- 13 Compensation and Benefits\*
- 17 Microsoft Excel Advanced

### January 2014

- 16 Effective Discipline and Documentation\*
- 23-24 Managing and Supervising People\*
- 29 Employee Relations\*
- 30 Remaining Sane While Leading Change\*

### February 2014

- 1 Paralegal Studies Certificate begins (16 sessions)
- 4-6 The Human Factor of Project Management\*
- 4 QuickBooks for New Users Online begins (14 sessions)

- 5 New and Social Media Marketing begins (3 sessions)
- 7 Workplace Violence: Don't Be Blindsided\*
- 13-14 Effective Communication Skills in the Workplace\*
- 25-27 Creating WordPress Blogs
- 26 Human Resources Training and Development\*
- 28 Protecting Your Company's Future through Succession Planning\*

### March 2014

- 4 Project Management Essentials\* begins (6 sessions)
- 4-5 Writing Effective Email Campaigns
- 7 Coaching Skills for Managers\* begins (2 sessions)
- 11 DeBono's Six Thinking Hats
- 13-14 Legal Aspects and Liability Issues for Employers\*
- 13-14 QuickBooks for Small Business
- 19 Employee Retention Tactics that Work\*
- 20 Advanced QuickBooks for Small Business
- 24-28 Excellence in Nonprofit Management Institute
- 25-26 Conducting an Effective Workplace Investigation\*
- 25-26 Developing and Implementing an Effective Email Marketing Strategy
- 27 Employment, Placement and Practices\*

### April 2014

- 4 Critical Skills for Supervisors: Managing Today's Workforce\*
- 6 Online Professional Sales Certificate begins (16 sessions)
- 8 Inbound Marketing Principles/Practices begins (3 sessions)
- 8-10 Managing with MS Project
- 10-11 Business Writing for Results
- 16 Planning and Implementing Employee Events and Recognition Programs\*
- 16-17 Safety Issues for HR: Recording and Reporting\*
- 22 Employee Orientations: From Design to Implementation\*
- 24-25 Performance Management\*
- 29 Project Management: Beyond the Basics begins (6 sessions)

### May 2014

- 1 Developing a Total Rewards Package\*
- 2 Compensation and Benefits\*
- 6-8 Inbound Marketing Analytics and Metrics
- 7 Working with the Problem Employee\*
- 9 Strategies for Understanding Financial Statements\*
- 13-15 Growing Your Brand Through Social Media
- 16 Talking till You're Blue? \*
- 20 Conducting Successful Interviews\*
- 21-22 How to Work with Legal Counsel\*

### June 2014

- 3 Effective Discipline and Documentation\*
- 12-13 Managing and Supervising People\*



\* Courses marked with asterisks have been approved or submitted for approval for general or strategic credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit [www.hrci.org](http://www.hrci.org).